

District 04-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2192</u>  Forward three (3) copies to address at left.
<b>Court</b> _____ <b>Date</b> _____		
Charles County <del>DISTRICT COURT OF MARYLAND</del> <del>FOR CHARLES COUNTY</del>		
<b>County</b> <del>P.O. BOX 3070</del> <del>LA PLATA MD 20646</del>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic  Traffic File Folders 2007 Request to destroy all files and folders. Cases more than 3 years old   Retain docket sheets          Closed in <u>2007</u>	2219	Sec IV 2a-b.	January 1 thru December 31,2007	25		

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

11/18/2011  
Date

[Signature]  
State Archivist

\_\_\_\_\_  
Signature of Court Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

District 04-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2192</u>  Forward three (3) copies to address at left.
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		Retention Schedule No.	Item No.				
	Traffic  Traffic Alpha Files 2007 Request to destroy all files and folders. Cases more than 3 years old          Retain docket sheets          Closed in 2007	2219	Sec IV 2a.b.	January 1 thru December 31,2007	7	12/7/11	Shred

Destruction Approved by Maryland State Archives

11/18/2011  
Date

Edward C. [Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

Clerk  
Title

12/7/11  
Date

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	<p>NATURAL RESOURCES FILES 2007</p> <p>Request to strip files and destroy miscellaneous paperwork. Cases are over 3 years old</p> <p>Closed in 2007</p>	2219	SecIV 2a.b.	January 1 thru December 31, 2007	5		

### Destruction Certification

11/18/2011  
Date

*Edward C. Jumper*  
State Archivist

Signature of Court Official

Title

Date \_\_\_\_\_





